



STATE INSTITUTE FOR RURAL DEVELOPMENT  
UNIT-VIII, BHUBANESWAR – 751 012  
(Under Panchayati Raj Department, Govt. of Odisha)



## EXPRESSION OF INTEREST

(For being collaborative partner of SIRD for Conducting Capacity Building  
of PRIs under NCBF)

Expression of Interest is invited from reputed NGOs / Civil Society Organizations / Training Institutes having experience in the field of Training / Capacity Building activities. They are required to undertake training programmes at District and Block Headquarters as Partner Organizations / Institutions of SIRD. The Training cost would be borne entirely by SIRD and the Partner NGO / Agency may retain 15% of the unit cost with itself as Institutional charge. All logistic arrangements like Boarding, Lodging, Training kit etc. will be made by the NGO / Agency in consultation with SIRD. The detail parameter for selection may be ascertained from the official website of Panchayati Raj Department /SIRD, Government of Odisha [www.orissapanchayat.gov.in](http://www.orissapanchayat.gov.in) and [www.sirdorissa.org](http://www.sirdorissa.org)

Interested NGOs / CSOs / Training Institutes may submit their Expression of Interest in writing addressed to the Director, SIRD, Unit - 8, Bhubaneswar by 5th December, 2011. Documents in support of application NGO / CSO / Training Institute should also be submitted along with the proposal. The DPNGOs / Agencies who have worked earlier with SIRD are also required to apply afresh in the prescribed format.

Sd/-  
Director, SIRD

## The Eligibility Criteria for NGOs/Agencies

(For collaborative partnership with SIRD for conducting Capacity Building Training of PRIs under NCBF)

- This advertisement supersedes all previous advertisements published for selection of Partner NGOs / Institutions of SIRD for conducting capacity building training of PRIs.
- The NGOs / Institutions earlier worked with SIRD for capacity building of PRIs needs to apply fresh.
- NGOs or Agencies should have been registered under the Societies Registration Act 1860 or a State Amendment thereof or the Indian Trust Act, 1882 or the Religious and Charitable Institutions Registration Act, 1920
- NGOs or Agencies should have completed 3 years from the date of registration on the date of application filed with SIRD
- At least 5 years experience in organizing training programmes. NGOs/Institutions having experience in PRI training would be an added advantage. (Documents in support of experience must be produced). Working experience in the social sector especially in Rural Development or Panchayati Raj for 3 years would be an asset.
- NGOs or Agencies should have a bank or Post Office account for at least 3 years preceding the date of filing of application to SIRD for funding
- Capacity Building should be one of the objectives in the Memorandum of Association of the NGOs or Agencies
- NGOs or Agencies should comply with the requirement of Income Tax Department (PAN, 12A) or should have at least applied for the same.
- NGOs or Agencies should be working with beneficiaries in rural areas even if the NGOs or Agencies headquarters is located in an urban area.
- The areas of operation of the NGOs or Agencies must be rural, meaning thereby a village included within the jurisdiction of a Gram Panchayat.
- NGOs or Agencies should not have been put on the Government/International Agencies list of organizations to which funding has been cancelled or suspended for Acts of Omission and Commission.
- All training programmes will be treated as collaborative programme of SIRD and the Partner NGOs.
- All the training programmes undertaken in such initiative has to be conducted in Off-Campus mode either at District or Block headquarters
- For these training programmes entire fund is as per approved unit cost of PR Department, GoO, and would be provided by SIRD. 15% of the unit cost has been provisioned as institutional charges for the conduct of the programme.
- The entire training programme will be conducted as per SIRD designed module and through SIRD empanelled trainers
- The Partner NGOs may provide extra study materials which must be in confirmation with Govt. rules and regulations without any deviation or misrepresentation.
- The organizations black listed by State / Central Government Departments / organizations will not be considered.

## Documents to be submitted along with the Proposal (Copies should be attested by a Gazetted Officer)

- § Registration Certificate (authenticity of the registration certificate in case of amendments, if any, subsequent to the registration of the NGOs)
- § Bye-laws of the NGOs/Agencies (authenticity of the bye-laws, in case of amendments, if any subsequent to the framing of bye-laws)
- § Latest composition of the Managing Committee/Executive Body indicating the authenticity from the registration authorities
- § Details of IEC materials published. (Samples of IEC materials may be produced).
- § Involvement/Networking with Government programmes in last 3 years. (Letter/Sanction Order from the competent authority may be produced).
- § Having own training infrastructure (Address of training venue, Photographs of the Training Hall, Lodging and Boarding facilities, Teaching Aid (LCD, White Board etc) should be given along with the application.
- § The NGO/Agency should indicate the Area of operation (Name of the Block and District where they intend to conduct Field Level PRI training Programme if selected) Document in support of their presence in that particular block and District should be attached along with the application
- § Annual Report for the last 3 years
- § Audited accounts, viz., Receipt and payment Account, Income and Expenditure Account and Balance sheet along with Auditors certificate and report for the last three years
- § Documents relating to PAN number and exemption order under 12A obtained from income tax Department or request letters sent to Income Tax Authorities for obtaining these documents
- § Copies of Bank/Post Office pass book reflecting the transactions for the last three years
- § The project proposal should be submitted to SIRD accompanied by the resolution of the organization duly signed by the sitting members of the Executive Body/Managing Committee of the NGOs. The photographs of all the sitting members of the committee duly self attested by the members with their complete, latest addresses should be mentioned in the resolution
- § Certificate that the concerned project has not received, is not receiving and will not receive or apply for receiving any funding, either completely or partially, from any other Government, non-governmental, international or any other agency, for the same project covering the same beneficiaries.



Part -C : Financial Status of Organization Kindly provide

- Copies of Annual Reports of last years
- Copies of Audited statements of Accounts of last three years
- Copies of proof of having Post Office / Bank Account of last three years
- Copies of Permanent Account Number issued by income Tax Department

Details of Bank account

1. Name of the Bank:
2. Full Branch address:
3. Account No:
4. IFSC Code:
5. Type of account:
6. Name of the Signatory (1):
7. Post held in the Organization:

Part- D: Infrastructure Details :

1. Whether the organization has its own training infrastructure or taking on rent ?
  - Availability of own Training Hall : Available /Not Available
  - No. of Participants the hall can accommodate :
  - Toilet facilities near the training hall: Available /Not Available
  - Kitchen / Catering facilities : Available / Not Available

2. Own Items and items to be hired. ( e.g. LCD, Chairs, generator etc.)

Sl. No	CLASSIFICATION	STATUS	
		OWN	TO BE HIRED
01.	COMPUTER		
02.	LCD PROJECTOR		
03.	WHITE BOARD		
04.	CHAIRS		
05.	TABLES		
06.	GENERATOR		

3. Any other alternative training / residential venue available ; Yes / No  
If Yes then the details of the venue;
4. Whether boarding / lodging facilities available in the training centre or hired somewhere else? Available / not Available
  - If hired, distance from the training location :
  - No. of rooms and no. of participants the rooms can accommodate.

Sl. No	ROOM TYPE	No. AVAILABLE	Toilet Facility
01.			
02.			
03.			

- No. of participants each room can accommodate :
  - Room for Resource person :
5. Separate rooms for male and female : Available / Not Available
  6. Facilities in the room (e.g. bed, mattresses, pillow, blanket, fan, etc):  
Available / Not Available
  7. Rooms are furnished :

SL. NO	CLASSIFICATION	STATUS	
		AVAILABLE	TO BE HIRED
01.	Cot		
02.	Mattress		
03.	Pillow		
04.	Blanket		
05.	Fan		
06.	Light		

8. Separate toilets for male and female : Available / Not Available
9. Arrangement of food in the location ; Available / Not Available
10. Water and electricity facilities in the venue : Available / Not Available

*(NOTE: Kindly attach photographs of the training hall, rooms for accommodation, toilets, kitchen etc in subjective detail)*

Certified that the above furnished information is correct to the best of our knowledge. It is understood that tendering false information will result in SIRD recalling the assistance and stopping further funding

Counter signed by the Member of the Executive Body

Name:	Authorized Signatory:
Designation:	Name:
Place:	Designation:
Date:	Seal of the Organization